



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 20, 2014

Chelsey Rozendaal
524 Osceola Street
Ottumwa, Iowa 52501

Dear Child Care Provider,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the February 19, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

Reason determined out of compliance: You provided me a list of children in your care on January 20, 2014 which included 13 preschool-aged children, including 7 aged 24 months of age or younger and 4 aged 18 months and younger.

How to correct: You have signed an agreement not to provide care for only the maximum number allowed for the category you are registered for and listed on your registration certificate.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: You have a number of items out of compliance including being over numbers on January 20, 2014, not having smoke detector placed in all child occupied rooms and at the top of every stairway, and areas of chipping and peeling lead-based paint.

How to correct: Correct all items listed in this letter as out of compliance by our follow up visit on April 8, 2014. Please place smoke detectors in the bedroom used for child care and at the top of both the stairways if your home. We agreed you would move the one in the hall to the living room area.

☐ 110.5(1) d- Medicines are given only with written authorization from the doctor or parent.

Reason determined out of compliance: On January 20, 2014 you gave a child medicine without written authorization from the parent to do so.

How to correct: I gave you a form to have the parent's fill out and sign authorizing you to give their children medicine. Every child in your care will need to have their parents complete and sign this form before you give their child prescription or nonprescription medicine. This includes diaper ointment and sunscreen.

☐ 110.5(1) h- A safe outdoor play area is maintained in good condition throughout the year.

Reason determined out of compliance: I observed a swing set in your outdoor play area of the backyard. You stated it does not have a soft landing surface under the swings or slide.

How to correct: You agreed to submit a plan to me on how to ensure children in your care do not use this equipment until you get an approved soft landing surface in place. I have enclosed information on the soft landing surfaces to be used to meet this requirement.

☐ 110.5(1) h- Has both sunshine and shade areas.

You stated your house and garage provide shade during the time you are outdoors playing. I would recommend you purchase a large umbrella or awning to add shade for children to use.

☐ 110.5(1) h- Is kept free from litter, rubbish and flammable materials.

Reason determined out of compliance: You had a large pile of sticks and branches by the garage. These items could be a hazard for children.

How to correct: This pile needs to be secured from access by a child. You can remove it or place a barrier around it.

☐ 110.5(1) k- Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance: You stated you have not been practicing these drills and documenting them.

How to correct: You need to practice these drills monthly with the children you have in care. Use the form I left with you to document the dates and times they are practiced.

☐ 110.5(1) n- Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Reason determined out of compliance: I noticed you did not have a smoke detector in the living room area or at the top of either of the stairways in the home.

How to correct: We agreed you could move the one from the hallway into the living room. Place a smoke detector at the top of both the stairways in the home.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You stated you did not test the batteries regularly or document when you did this.

How to correct: You need to test smoke detector batteries monthly with the children you have in care. Use the form I left with you to document the dates and times they are practiced.

☐ 110.5(1) x- For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal

Reason determined out of compliance: I observed chipping and peeling paint on all the exterior window frames. I noted some chipping paint on the step to the front door.

Due to the fact your home was built prior to 1960 you will need to safely remove this chipping/peeling paint and repaint these areas.

How to correct: I have enclosed some information on safe removal of lead paint. You will need to contact your Child Care Resource and Referral worker as they hopefully have information on someone in your area that can either do this for you or instruct you on the safe removal and renovation of the areas of chipping and peeling paint.

As we discussed you will need to complete the Lead Assessment form I left for you and develop your interim plan. You will need to make sure any paint chips on the ground are cleaned up daily and to keep children away from these areas.

As we discussed the areas in your home (doorframes in particular) do not have chipping/peeling paint. They do have areas of pock marks where the paint has chipped off. You need to re-paint these areas.

☐ 110.5(3) e- All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Reason determined out of compliance: The play equipment in the outdoor play area does not have a soft landing surface under it to cushion a fall.

How to correct: You agreed to submit a plan to me on how to ensure children in your care do not use this equipment until you get an approved soft landing surface in place. I have enclosed information on the soft landing surfaces to be used to meet this requirement.

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) a- Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8) b- Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8) c- A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: You did not have a file available for review for one child.

How to correct: Use the Child Intake Sheet and have the parent of this child complete and sign this form. The parent needs to complete and sign the Emergency Medical

Authorization form I left with you as well.

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: I did not find this information in the files for five children.

How to correct: When a child starts in your care make sure you get a physical dated within the past 12 months and a comprehensive health history for their file.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: You did not have a physical for two children. Physicals for four children are more than one year old and outdated.

How to correct: You will need to get a copy of a physical for these children dated within the past 12 months for their file.

☐ 110.5(8) f- A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Reason determined out of compliance: You did not have this information for one child.

How to correct: There is a section on the Child Intake Sheet for this information. Have the parents fill out and sign the Child Intake sheet.

☐ 110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

Reason determined out of compliance: You did not have this information for two children. The certificates for two children are not signed by their physician and need a signature.

How to correct: Get a signed copy of the Iowa Dept. Public Health Immunization Certificate for these children.

☐ 110.5(9)-The provider meets the following requirements:

☐ 110.5(9) c- Gives consistent, dependable care.

Reason determined out of compliance: Due to the fact you were significantly over the maximum number of children allowed as a category B on January 20, 2014 you were not providing consistent and dependable care.

How to correct: Provide care to no more than the maximum number allowed as a Category A- six preschool children at any one time, not more than four 24 months of age or younger and no more than three 18 months of age or younger.

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

☐ 110.9(1) a- Not more than six preschool children present at any one time including infants.

Reason determined out of compliance: On January 20, 2014 you reported to DHS you had 13 preschool-aged children in care. This was significantly over the maximum number of children allowed as a Category B (6 full-time children and 2 part-time).

How to correct: You agreed to change your registration to a Category A registered home. The maximum number of preschool child allowed in your care under this category is six at any one time.

☐ 110.9(1) b- Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

Reason determined out of compliance: You reported on January 20, 2014 you had seven children in care under the age of 24 months.

How to correct: As a Registered Child Development Home provider you can never have more than four children 24 months of age or younger in care at any one time.

☐ 110.9(1) b- Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

Reason determined out of compliance: You reported on January 20, 2014 you had four children in care under the age of 18 months.

How to correct: As a Registered Child Development Home provider you can never have more than three children 18 months of age or younger in care at any one time.

☐ 110.9(3) Facility requirements

☐ 110.9(3) a- There is a minimum of 35 square feet of child use floor space indoors for each child in care.

Reason determined out of compliance: I measured your child use floor space in your home. You have approximately 330 square feet of child use floor space which would limit you to nine children as a registered Category B home. On January 20, 2014 you had 12 preschool aged children in care which was three more than you have space for.

How to correct: You agreed to change to a category A provider which does not have a child use floor space requirement. If you decide in the future to change to a Category B you would only be allowed to provide care for nine children.

I have enclosed a copy of the Corrective Action/Safety Plan you agreed to and signed on February 19, 2014. Please note if you fail to follow terms of this plan it will be cause for revocation of your registration.

You will need to make sure you complete the daily log tracking the children in your care to verify you are not exceeding the maximum number of children allowed as a Category A registered home. This documentation must be available to DHS at any time to review.

Please contact your Child Care Resource and Referral worker and get information with regard to finding someone that can assist you in the safe removal of the lead based paint.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on April 8, 2014 at 11:00 a.m.

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free 319/534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 866/324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).